

Select Board Meeting

Date: Monday April 9, 2018
Time: 6:30PM
Location: Wilton Town Hall, 42 Main Street, Wilton NH
Present: Kellie-Sue Boissonnault, Kermit Williams, Matt Fish

K. Boissonnault called meeting to order at 6:32 PM and the Pledge of Allegiance was said.

DPW Director, Jim Lavaccia had three items.

1. Hiring of summer help. Cemetery and parks help by seasonal laborer. K. Williams suggested adding start and end dates. J. Lavaccia – asked who was monitoring the Recruitment@wiltonnh.org mail box and what the rate of pay is. J. Lavaccia is offering \$11/hour but can start at \$10/hour. K. Boissonnault suggested a range. Various suggestions were made about places to seek new employees as two of last year's workers have moved on and won't be returning. The suggestions were: Town Website, Ledger, Cabinet, Craigslist, email employees to see if they have relatives looking for work, and town-wide bulletin boards. It was suggested that the ad refer candidates directly to J. Lavaccia.
2. Disposal of three surplus vehicles. They have been sitting out back for some time. J. Lavaccia wrote an RFP on each vehicle with a bid form and terms of conditions. He'd like to go ahead and get them out of the highway yard. He'd like to add the bid to NH municipal website and Craigslist. He wants to close bids in May. The Fire Chief will work with him on other equipment. It was suggested that the DPW move forward just on the first three vehicles. The money will go in to the General Fund.
3. Purchase of the new 10 wheeler was approved at the town meeting. We have two bids at \$178K (Liberty International) and \$179K (Freightliner) (including the trade in of the Mack - \$4500) – both trucks are equally equipped, different manufacturers with comparable numbers. After becoming familiar with the town, the larger truck will allow the sand/salt to get to the farther areas in town without having to return and refill. It will be more efficient. We have smaller trucks for roads that are curvier, and this truck will make the DPW more efficient. Lease 5-year payment is \$38,431.59 or 7-year lease with a payment \$28,625.05. The Select Board will make sure there is an escape clause before signing. J. Lavaccia prefers International as they can have the truck sooner – complete package ready to go.

K. Williams MOVED to authorize the DPW Director to purchase the International 10-wheel truck as specified with the 7-year lease as specified. M. Fish SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. AIF.

1. Thistle – M. Fish said he would work with Jim to talk with them and bring them to a meeting.

Shelving at Town Hall

J. Farrell and K. Boissonnault presented an idea for shelving and a small construction project to move the entrance to the storage closet in the Land Use Office. The new shelves would be in the Land Use Closet and Kitchen Closet. Do we need to go out to bid for the moving of the entrance? Consensus was that it was small project and no bid is needed but the Select Board requested 2-3 additional bids. K. Williams suggested we add the same shelving in the closet in the Select Board office. The shelving chosen is heavy duty and adjustable. The Board is looking at a longer term project of replacing the storage cabinets in the Select Board office.

Public Comment

Carol Roberts (31 Curtis Farm Road) – She wants to understand the position the BOS has to the Town's Books. This could be simplified and transparency is essential.

Response – K. Williams worked with the bookkeeper, Linda Jennings, Amherst Bookkeeping. We are making certain the Board can access everything and it is secure.

C. Roberts asked to what extent are the Town Administrators duties being picked up by the Select Board? Response - The Select Board is the point of contact for different departments. They are working with MRI to help to make certain there isn't anything left behind, determine how we might go forward, recruiting, and other things in the future.

C. Roberts asked about the Select board admin and bookkeeper? Response – K. Williams has been working with Linda Jennings, the Bookkeeper – cleaning up what was left behind. Today was the first day she saw the books and it is a work in progress. The Treasurer was in today as well and they seem to be working well together. It will take some time to get things organized and structured. We need to get some clerical help – filing that we won't ask of the bookkeeper.

C. Roberts asked about what method is used to keep track of the books?

Response - K. Boissonnault said a manifest will be sent out to each department. The BOS is drawing a line in the sand, not looking back and we are moving forward. In the future, the manifest will be more detailed and will give more clarity.

Deb Mortvedt (102 Badger Farm Road)– She wondered if the process of getting on the agenda has changed? How do we get on the agenda? The minutes have not been posted since March 12 and that is before the change in management. I think we need to know, to see the minutes after they are approved and get signed. Response - K. Boissonnault said the agenda process is the same. Close of business on Wed you can email us at TOW@wiltonnh.org. And if there is room, we will be flexible. We will work to get the past minutes before the board to get them approved. Tonight we have them back to March 26. We will get them updated. We know that is important. K. Williams asked if it needed to be

that early. K. Boissonnault asked for the Wednesday deadline to remain so that the Select Board would have the time to review. M. Fish said every citizen has the right to be heard and we have the obligation to hear them, if not this agenda, then we can get on the next agenda. Guaranteed right to be heard. K. Boissonnault said I think we should ask people to target Wednesday but if there are things on Thursday and we still have room on the agenda, we will add them.

The Board wants to thank Jane Farrell for helping out. This is a lot of work and we are working diligently. This will pass and we want to be as transparent as possible. This is an eye opening experience – and we all need to be more hands-on.

Sara Spittel (Isaac Frye Highway) – I am under the impression that John MacLean from MRI is not the interim Town Administrator. Who is responsible for the Planning Board staff?
Response - K. Boissonnault said Matt Fish is the contact for the Planning Board.

S. Spittel asked how many hours is John here for? Response - K. Williams said it will depend. He has other towns he's working with. He's smart and has a lot of knowledge. We don't have any fixed number of hours. M. Fish said he is advocating hiring a temporary person. John MacLean is not going to be that person. He is going to administer the search for an administrator in that office and we will be hiring someone soon. The Board discussed some of the ideas for staffing from MRI and cross-training employees.

Cheryl Williams – What are the fees for MRI? Response - K. Williams said we pay him \$85/hour and it is coming from our staff budget line. He is very judicious with his time. He's only working when he has something to do. C. Williams asked if there has been any thought to creating some SOPs (Standard Operating Procedures)? Response - we need to add some to our personnel policy on travel and tuition. We will also need transition plans and procedural instruction in case an employee is out.

Paul Levesque (171 Isaac Frye Hwy) – I asked last fall for the speed limit on Isaac Frye and it seems like it was done but there are two 25 mph signs with a 30 mph in-between. Jim Lavecchia, DPW director, asked for details and offered to remove the middle sign.

Matt Bangert (Wilson Road) – listening to you putting practices in place. The BOS should look outside as it is well beyond the capacity of a part time board. You should look to outside consultants. There is no sense in doing it if you don't have the expertise or if it is available elsewhere.

Steve Elliot – How again do we get on the agenda and where is the agenda posted?
Response - K. Boissonnault said people can call or email her. Also, send an email to the Town Clerk, Jane Farrell or simply send something to TOW @wiltonnh.org.

Michael Bean (MA Bean Associates) – He was asked to examine Stagecoach bridge by Scott Butcher and in response, put together a proposal for fixing it. He provided the

proposal to the Select Board but will be on a future agenda to fully discuss. His company can work with towns to replace red listed bridges. He discussed how his company works and the product they offer. The Select Board referred him to DPW Director, Jim Lavecchia and Matt Fish as the liaison with the DPW. They offered to put him on the agenda for 4/23/18 at 6:30.

Discussion Items:

1. Sprinkler Repair quote from Tri State. Jim Cutler, Fire Chief, said this was for the movie theater. The sprinklers are fine in the Town Hall but they weren't completed on the second floor. Chief Cutler was asked to review the bid. He explained that sprinkler heads are only good for 50 years and most places replace a percentage every year. This looks like they are going to test a subset of sprinklers. And they are making a valve chart. He recommended getting another quote and offered to provide a list of other companies that do similar work. The discussion moved to who is in charge of maintenance of Town Hall. The DPW director was suggested.

Action Item: Chief Cutler will review the Tri State Bridge and provide the Select Board with additional companies doing similar work.

2. Health Benefits for Interim Admin – tabled to later in the meeting
3. Building Inspector's job posting

John Shepardson, the current Building Inspector, said his last day was Friday April 27, 2018. J. Shepardson shared that the current job description left out many points he does and required only a HS diploma which he felt was too little education. Before sending this out, a good job description needs to be completed. Since he is the only inspector, the new hire will have to be prepared to jump in, someone with experience is preferred. The pay range was discussed as well as the number of hours per week. In our region the rate ranges from \$19 - \$31/hour.

Action Item: K. Boissonnault will work on a job description and pay range for next meeting.

4. Correspondence

RSA Correspondence

The Town received three RSA 91-A:4 requests. Town Counsel was informed and returned to the Select Board the questions of "How much time will it take to complete the RSA requests?" and "How much should be charged?" The Board needs to respond within 30 days as to how much it will cost and how long it will take. The Board discussed various options and what goes into determining costs.

M. Fish MOVED that the Select Board use the \$1/page as a standard rate for any copies requested. K. Boissonnault SECONDED. M. Fish, aye, K. Boissonnault, aye, K. Williams, nay. Motion carries.

Tracy Ewing – asked how does this translate to emailing documents? Can they just snap pictures with their phone? J. Farrell said that currently we still charge if someone is requesting information on a property that is not their own.

School Security Correspondence

Heather Dunkerley from the NH Dept of Homeland Security will be doing a school physical security assessment at Coop MS and HS May 23 and Rideout and Lyndeborough May 25.

Search Committee for TA

We need a search committee for the new Town Administrator. The information from MRI states it should have the Select Board members, Dept Heads, committee member involvement, and two or three residents. These will need to be posted as public meetings. The discussion was that this should begin as quickly as possible.

Action Items – find committee members, BOS finalize detailed job description, post basic job description for applicants in a variety of locations, ask MRI to assist with the job description

Tasks for the Search Committee – review and give feedback on job description, review resumes, make recommendations to the Select Board, be the first round of interviewers

Jim Cutler – suggested the Select Board review the Annual Town Meeting minutes when the voters were told what the TA would be doing.

5. New Business

Pay

Pay cycle was reviewed. K. Williams said he was able to continue with payroll but needs the raise/salary numbers. Jim Lavecchia asked for the pay rate and scale for his department. He thought it was a matrix. Department heads were asked to send the Select Board the raise numbers. There was a brief discussion about timesheets and recording hours.

Action Items: M. Decoteau and J. Farrell will send template payslip to BOS

Health Trust Benefits for Interim Admin

The library staff contacted K. Williams to share that the library employees were not getting billed for health insurance and didn't get new cards. K. Williams did some research said there were no cards but we also need to take people off and offer COBRA. There was a brief discussion.

Going forward:

K. Williams will be the administrator - employees can also ask him benefit questions.

K. Boissonnault will be the contact person.

Anything to do with insurance needs to be in writing so there is a paper trail. The Board will not need to vote on anything as these benefits are in place.

5. Old Business

Accounting

K. Williams shared that he started working with Bookkeeper, Linda Jennings. She is going to have a long list of issues of payments and will be working to get everything reconciled and paid as quickly as possible. It was unclear if there is a single date after which bills were not paid, but she is checking.

Dave Boissonnault - I asked Mr. Chalmers to look into asking for any late fees to be waived. I haven't heard a response.

There was discussion of hiring a HS student to do some data entry to help catch up the workload, but this made many people nervous. Discussion turned to having the HS provide video recordings of the Select Board meetings. The HS doesn't have a media program but perhaps a HS student who lives in town can do the taping.

Assessor

J. Farrell shared that our assessor Todd Haywood would like some verbiage added to Building Permits to allow the assessor to inspect it after there were modifications.

Action Item – M. Decoteau will work with Todd Haywood to come up with language to bring back to the Select Board.

RMON

K. Williams shared that he had received an email saying that only K. Boissonnault can approve requests. This should be discussed and designated by the Board. K. Boissonnault thought the Select Board did agree that she was the RMON point of contact. When she talked with RMON, she asked them to put a generic sign on for the Select Board and also a generic sign on for the accountant.

Wednesday at 8 am in Town Hall will be a meeting with Select Board members. K. Boissonnault and K. Williams along with the RMON project manager and account manager.

Approval Items

9:42PM Select Board worked on Approval Items.

Adjourn

M. Fish MOVED to adjourn the meeting at 11:05PM. K. Williams SECONDED. K. Boissonnault - aye, K. Williams - aye, M. Fish - aye. AIF.

Respectfully submitted,
Michele Decoteau, Building and Land Use Administrator

4/16/18

Date

Kellie-Sue Boissonnault

Kellie-Sue Boissonnault,

K R Williams

Kermit Williams,

M Fish

Matt Fish